



VIETNAM 50th COMMEMORATION
PLANNING GROUP
City Hall Council Chambers
vietnam50@milwaukieoregon.gov

ACTION NOTES

June 25, 2015, 4:00 p.m.

Present:	Jerry Craig (Legion)	Mark Dye (MPD)	Dave Aschenbrenner (CMI)
	Mike Harryman (Legion)	Crystal Hill (MPD)	Susie Hix (Stehn's)
	Linda Hedges (Legion)	Bill Monahan (City)	Mike Jorgensen
	Robert Ryan (Legion)	Mitch Nieman (City)	(Clackamas Vet Support)
	Dean Syron (Legion)	Scott Stauffer (City)	Chuck Shannon (NCSD)
		Della Shanley (Parade)	Mark Stehn (Stehn's)
		Jason Wachs (City)	
		Grady Wheeler (City)	

1. CALL TO ORDER: Mr. Monahan called the meeting to order at 4:03 p.m.

2. The Moving Wall Event

Parade

Ms. Shanley reported that there were now over 40 participants registered for the parade and she thanked Mr. Craig for his work to recruit the military and veteran groups. She noted that Frank "Greg" Hemer had agreed to be the parade announcer and that Willamette Falls Media Center (WFMC) would be recording and airing the parade live on cable. She discussed volunteer recruitment, recruiting other band and entertainment groups to participate in the parade, and the ongoing work to determine the length of the parade. She estimated the parade would take about an hour to wind through downtown.

Parade Route

Captain Dye described the logistics of groups of ending on Washington Street versus Willard Street.

The group discussed preferred route ending locations and noted obstacles including the three sets of train tracks, the rail road quiet zone, the school zone, the need for parking near the Milwaukie High School (MHS) site for disabled visitors, and the height restriction on Main Street under the tracks.

Mr. Craig noted that the ceremony following the parade would be held in the MHS grandstand.

Community Outreach/Special Event Permit

Mr. Nieman distributed and discussed the 2nd Public Notice to be sent to MHS neighbors.

Pamplin Media Insert

Mr. Wheeler reviewed the draft of the Pamplin Media insert distributed to the group on June 24, 2015. He reported that Pamplin was still working on securing ads for the insert and that additional content would be added based on input submitted by the group.

The group reviewed the insert draft and provided suggestions and corrections to Mr. Wheeler. In particular, the group reviewed and discussed the donor list to be added to the insert.

Mr. Wheeler noted that the copy deadline for content to Pamplin Media was June 26, 2015, and that groups or individuals who donate after that date can be reported on the City's website.

What to do with Poster and Post Card Proceeds

Mr. Nieman distributed a poster sample and discussed estimated printing costs.

Mr. Craig noted that he would expect to see the invoice, and **Mr. Nieman** agreed and suggested that poster sale proceeds would reimburse the partnership.

T-Shirt Sale Prices

Mr. Nieman reported that he had not received a t-shirt mock-up yet and asked for group input on pricing for the sale t-shirt.

The group discussed pricing options and the Celebrate Milwaukie, Inc. (CMI) pricing model of a flat \$10 was noted as a good example.

Mr. Nieman reported that he planned to present all retail items to finalize pricing at the next meeting.

Parking and Traffic

Captain Dye and **Officer Hill** discussed parking and traffic management needs presented to the Milwaukie Police Department (MPD), and noted their efforts to recruit cadets from other agencies.

The group discussed the parking needs and **Ms. Hedges** reported that as of today there were no volunteers to man any parking lot.

Mr. Craig estimated that there could be between 40,000 and 60,000 visitors to The Moving Wall (TMW) site during the four-day event, and he discussed the need for buses and drivers.

Officer Hill discussed cadet recruitment and noted that Rowe Middle School posed the biggest need for volunteers given the use of the un-marked grass field for parking. She suggested that signage warning visitors to not leave valuables in their cars be made-up.

Buses and Drivers

Mr. Craig reported that Willamette View had donated the use of 2 of their buses with drivers and that City Bible College had donated the use of 1 40-passenger vehicle but would need a driver.

Ms. Hedges noted the Clackamas County Volunteers may also have access to buses and drivers.

Saturday Ceremony Speakers, Casualty List Readers, and Videography Services

Mr. Stauffer reviewed the speaker schedule for the Saturday July 25 ceremony following the parade and noted the need for Casualty List readers on several days and confirmation that the Royal Rosarians plan to be involved during the Saturday parade and ceremony. He also noted that he would continue to follow-up with the Director of the Oregon Department of Veteran Affairs (ODVA). He also reported that WFMC and the Clackamas County Government Channel (CCGC) would be recording the parade and ceremony on Saturday July 25.

MHS Reader Board and Signage

Mr. Craig noted the need for a donor board at the MHS site.

Mr. Stauffer reported on work done by the City's Public Works Department on signage for the parade and event, and **Mr. Monahan** directed that the City rent the necessary temporary barricades for signage at the site and parking lots.

Confirm Sand Bags Delivery Details

Mr. Shannon, **Mr. Craig**, and **Mr. Monahan** discussed when the Public Works Department could deliver the sand bags, and it was agreed that the sand bags would be delivered on Monday July 20 at MHS.

Lighting Update

Mr. Craig reported that it had been decided to go with the Hollywood Lights bid for lighting TMW.

Service Organizations Update

Mr. Craig reported that there were 12 service organizations signed-up to have a presence at MHS during the event, and he noted that the United States Department of Veteran Affairs (USVA) planned to have a 30-foot trailer parked at MHS to provide veteran services.

Overnight Security

The group noted the lack of overnight volunteers and that 2 members of the Patriot Guard would be on duty most nights. It was also noted that the re-enactors and classic vehicle groups would probably have people on-hand overnight to monitor their equipment. **Mr. Craig** also reported that he and Scott Southard, with American Legion Post 180, planned to camp-out overnight.

Captain Dye and **Officer Hill** reported that the MPD would provide normal downtown patrols.

Volunteer Recruitment and Food for Volunteers

Ms. Hedges reported that there were many jobs filled and that American Medical Response (AMR) had committed to providing an emergency vehicle on-site during certain hours Friday, Saturday, and Sunday. She noted that parking volunteers are needed and that volunteer food was now being handled by the American Legion Post 180 Auxiliary.

Mr. Monahan and **Ms. Hix** suggested that Ms. Hedges ask the Clackamas and Milwaukie Rotary Clubs for parking volunteers.

Budget and Fundraising

Mr. Craig reported that with the addition of two donations received today the group had raised about \$31,000 with \$8,000 in commitments made to-date. He also noted that he had applied for a grant of possibly up to \$10,000 from the Chinook Winds Community Fund.

Other Topics

Mr. Shannon announced that he would need volunteer assistance on Wednesday July 22 to assemble TMW platform, assist with Hollywood Lights set-up, and collect chairs and tables from North Clackamas School District (NCSd) facilities. **Mr. Craig** noted that plywood would be used to protect the track and field from being damaged from the pop-up tent polls. **Mr. Stauffer** confirmed that TMW drivers will provide all of the tools needed to assemble TMW.

Mr. Monahan adjourned the meeting at 5:25 p.m.

Next Meeting: **Thursday 7/9/2015 at 4 p.m. at Milwaukie City Hall**

FOLLOW-UP ITEMS:

- City: donor list online
- City: "Do Not Leave Valuables in Car" signs
- City: rent temporary barricades (Public Works)
- Jerry Craig: donor board
- Scott Stauffer: forward notes and schedule to TMW driver
- Scott Stauffer: prep casualty lists for readers